

**Job Description & Person Specification Assistant Head Teacher**

**Thomas Ashton School**

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| Job Description | |
| Job Title: | Assistant Head Teacher |
| Pay Grade / Scale / Range: | L8-12 - £59,167 - £65,286 |
| Benefits & Perks: TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme | Benefits & Perks: TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme |
| Working hours: | Hours in accordance with School Teachers’ Pay and Conditions document |
| Location: | Initially based at Thomas Ashton School Lower - Lumb Lane Audenshaw but all staff are required to work at any site of the New Bridge MAT if operationally needed including Thomas Ashton School Upper - Bennett Street, Hyde |
| Staff responsible to: | Head Teacher |
| Staff responsible for: | Staff within the Thomas Ashton School |
| Probationary period: | Not applicable |

### **Assistant Head Teacher**

**JOB PURPOSE**

To assist the Head Teacher with the management and organisation of the School in seeking to achieve the highest standards of pupil provision, achievement and care, and school efficiency.

To be responsible for the stated ‘area of responsibility’, which in the first instance is curriculum, teaching and learning and staff development).

To provide inspirational leadership and a present as a professional role model for all staff.

To work in partnership with the Governing Body, Thomas Ashton School staff, Tameside Council and other stakeholders and agencies to fulfil the aims of the school.

To ensure all safeguarding policies and procedures, and health and safety requirements, are effective and in place.

This job description may be amended at any time following discussion between Thomas Ashton School, the Head Teacher and members of staff, and will be reviewed annually.

**STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

* Support the vision, ethos and policies at Thomas Ashton School and promote a high quality of provision throughout the school.
* Actively support the Head Teacher, Deputy Head Teacher, Governing Body and staff in the promotion and achievement of the aims and objectives of the School.
* As a member of the School Leadership Team, take a lead in the planning, monitoring, evaluation and development of the School curriculum through the School Improvement Plan and through Thomas Ashton School self-evaluation processes.
* Support all staff in achieving the priorities and targets the School sets and monitor the progress towards meeting them.
* Through personal leadership and School Leadership Team meetings contribute to the School’s organisation and the overall strategy of the School.
* With the Head Teacher, Deputy Head Teacher, Governing Body and staff establish and maintain school policies to meet statutory requirements and to promote the School’s aims and objectives.
* In partnership with the Head Teacher, monitor the effectiveness and impact of the School Improvement Plan.
* Take responsibility for gathering and evaluating evidence for the School Self Evaluation Form.
* Support the Head Teacher and Governing Body in arranging appropriate staffing to effectively meet the School’s aims and objectives.
* Support the Governing Body so they can fulfil the obligations of their role.

**TEACHING AND LEARNING**

* Support the Head Teacher in determining, organising and implementing the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement.
* Act as a role model for teachers and middle leaders, exhibiting professional values and clearly demonstrating high standards of provision, achievement, and behaviour.
* Be able to teach classes and groups to a high standard, as necessary and as directed by the Head Teacher.
* To develop highly effective teaching across the school.
* Take responsibility for the development, monitoring and evaluation of teaching quality across the School, and provide professional advice and guidance to staff as required.
* Support the Head Teacher in monitoring of the quality of learning and children's achievements including the analysis of data, learning scrutinies, lesson observations, learning walks and provision evaluations.
* Promote the active engagement of pupils in their own learning, including developing independence and self-regulation, building language and communication, and improving resilience.
* Promote high standards of behaviour and conduct among pupils, and develop their respect for themselves, staff and each other, providing support for staff where necessary in line with School policies.
* Support the Head Teacher in developing links with parents, other schools/academies, other educational institutions and the wider community, including business and industry, in order to enhance teaching, learning and children's personal development.

**LEADING AND MANAGING PEOPLE**

* Support the Head Teacher in developing positive working relationships with and between all staff and provide and sustain motivation.
* Lead teachers and learning support staff in developmental activities, delegate appropriately and evaluate outcomes.
* Participate where appropriate in the appointment of all staff.
* Line manage, coach and guide staff to be effective in their role, to identify good practice, and to challenge underperformance.
* Collaboratively, as part of the School Leadership Team, work to ensure it is focused on School priorities and it is responsive to self-evaluation findings.
* Ensure there is effective support to develop the teaching skills of ECT.
* Act as the established link for teacher training institutions and work placement organisations to ensure student placements are managed successfully.
* Be part of the safeguarding team, ensuring child protection issues and concerns are promptly dealt with.
* Assist the Head Teacher in maintaining and developing a positive and constructive partnership with parents and the local community.
* Organise, manage and co-ordinate the cover of absent/sick colleagues on a daily basis, for both upper and lower school site, including teachers and support staff, liaising with the Head Teacher to implement long term cover arrangements.
* Attend specified meetings as leader of the School Leadership Team, and to represent the Head Teacher.

**MANAGING AND DEPLOYING RESOURCES**

* Be aware of and respond appropriately to any health and safety issues raised by members of the team.
* Lead school assemblies, training, meetings and briefings on a regular basis.
* Promote the use of ICT across the setting.
* Ensure that you remain up to date on developments and issues with regard to the management and curriculum of the School, especially wider educational issues and relevant Ofsted/Government directives.
* Work with the Head Teacher in establishing priorities for expenditure for the School, and in monitoring the effectiveness of spending and usage of resources.
* Take on any additional responsibilities commensurate with the level of the role that might from time to time be determined by the Head Teacher.

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| **GENERIC DUTIES**  1. Comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person. 2. 40% Teaching Timetable commitment. 3. Contribute to the overall work and ethos of the organisation. 4. Attend and participate in meetings as required. 5. Improve own practice through training, observation, evaluation and discussion with colleagues. 6. Recognise own strengths and areas of expertise and use them to support others. 7. To work across Thomas Ashton school sites as required. 8. To be a Deputy Designated Safeguarding Lead 9. To be part of the admissions team. 10. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all. 11. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises 12. To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. 13. To undertake any other additional duties commensurate with the grade of the post. |

**LINE MANAGEMENT**

1. Responsible to: Head Teacher
2. Responsible for: Thomas Ashton Staff

**SPECIAL CONDITIONS**

An enhanced Disclosure and Barring Service (DBS) check is required for this post

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|  | DATE | NAME | POST TITLE |
| PREPARED | 24 March 2025 | AHN | Head Teacher |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

PERSON SPECIFICATION

PLEASE NOTE: The recruitment selection panel will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria will be invited to interview.

|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| --- | --- | --- | --- |
| **Education & Qualifications** | Qualified teacher  Evidence of participation and quantifiable impact within middle or senior leadership team | Evidence of continuing professional development in SEND  Evidence of continuing  professional development in leadership | AF / I  AF / I  AF / I  AF / I |
| **Experience & Knowledge** | A proven track record of high-quality teaching  Recent leadership and management experience  A variety of teaching experience across the age range, Key Stage 1, 2 and/or 3  Experience of teaching and/or working with students with SEMH  Current education issues and developments  National Curriculum and assessment approaches  Strategies for school improvement and raising standards of achievement  Understanding of appropriate strategies for managing pupils’ behaviour, especially those with SEMH  Appropriate knowledge of statutory Safeguarding requirements and their effective implementation | Involvement in curriculum development within a school  Appraiser role in appraisal and staff CPD activities  Have experience of implementing Trauma Informed practices. | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Data analysis and methodology to assess student progress and set targets  Effective communication to work successfully with parents, carers and other stakeholders  Motivation of others to do well and have high expectations of themselves and students  Highly effective teacher who can work as a role model to staff and engage students with passion to learn.  Work effectively with Governors, Local Authority representatives, other leaders and agencies  Excellent team player |  | AF / I  AF / I  AF / I  AF/I  AF / I  AF / I |
| **Work circumstances** | Commitment to personal development  To be punctual and have regular attendance  The post holder must be willing and able to work flexibly as may be required  To travel and work at any Thomas Ashton school site as may be required  Occasional out of hours working to support school functions or evening meetings |  | I  I  I  I  I |

*Abbreviations:* AF = Application Form; I = Interview.

**Any candidate with a disability who meets the essential criteria will be invited to interview**